Building an Installation Ergonomics Program

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What you will get out of this talk

- Be able to better perform a status assessment.
- Develop a program or enhancement plan
- Develop a follow up plan

Why the renewed focus on program development?

- HQDA Letter 40-00-1 and DODI 6055.1 require all installations to have an ergonomics program as part of safety and occupational health program.
- USACHPPM Ergonomics Program has developed tools, guidelines, templates, training materials and courses to support local program development efforts. Now we just need to get it all out there!

Aspects of Program Development Process

- Command Support
- Understanding of current practices
- Design desired program structure
- Identify tools, materials, products and training to assist in development
- Marketing
- Metrics

Command Support Why do we need it and how do we get it?

- Ensures cooperation and commitment from all people involved with the program.
- Command briefings
- Provide supporting data
- Provide media support through local installation newsletters
- Higher level mandate from Secretary of Defense

THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

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SUBJECT: Reducing Preventable Accidents

World-class organizations do not tolerate preventable accidents. Our accident rates have increased recently, and we need to turn this situation around. I challenge all of you to reduce the number of mishaps and accident rates by at least 50% in the next two years. These goals are achievable, and will directly increase our operational readiness. We owe no less to the men and women who defend our Nation.

I have asked the Under Secretary of Defense for Personnel and Readiness to lead a department-wide effort to focus our accident reduction effort. I intend to be updated on our progress routinely. The USD(P&R) will provide detailed instructions in separate correspondence.

Installation Commander

- Establish Ergonomics Subcommittee
- Integrates Ergonomics
- Approves Ergonomics policy
- Supports Ergonomics Program
- Designates an Installation Ergonomics Officer (IEO)

What is happening now on the installation?

- Determine Organizational structure

  -Each installation is unique

  -Key objectives for installation

  -Key players and responsibilities

  -Who has decision making powers

- Critical issues at individual installation
- Existing ergonomics committee or written plan in place
- Is there an Installation Ergonomics Officer (IEO)?

Contact Key Players

- Call or email
- Set up meetings
- Ask confirming and exploring questions.
- Get understanding of current situation and requirements of the specific installation.
- Who will be the Installation Ergonomics Officer? (IEO)

Who are primary key players?

- Safety
- Occupational Health
- Industrial Hygiene
- Workers Compensation Office
- Doctors
- Therapists
- Nursing
- Union
- Civilian Personnel Office

Additional people of interest

- RMD
- IMD
- Logistics
- DPW
- Contracting

Gathering Data: What are potential Data sources?

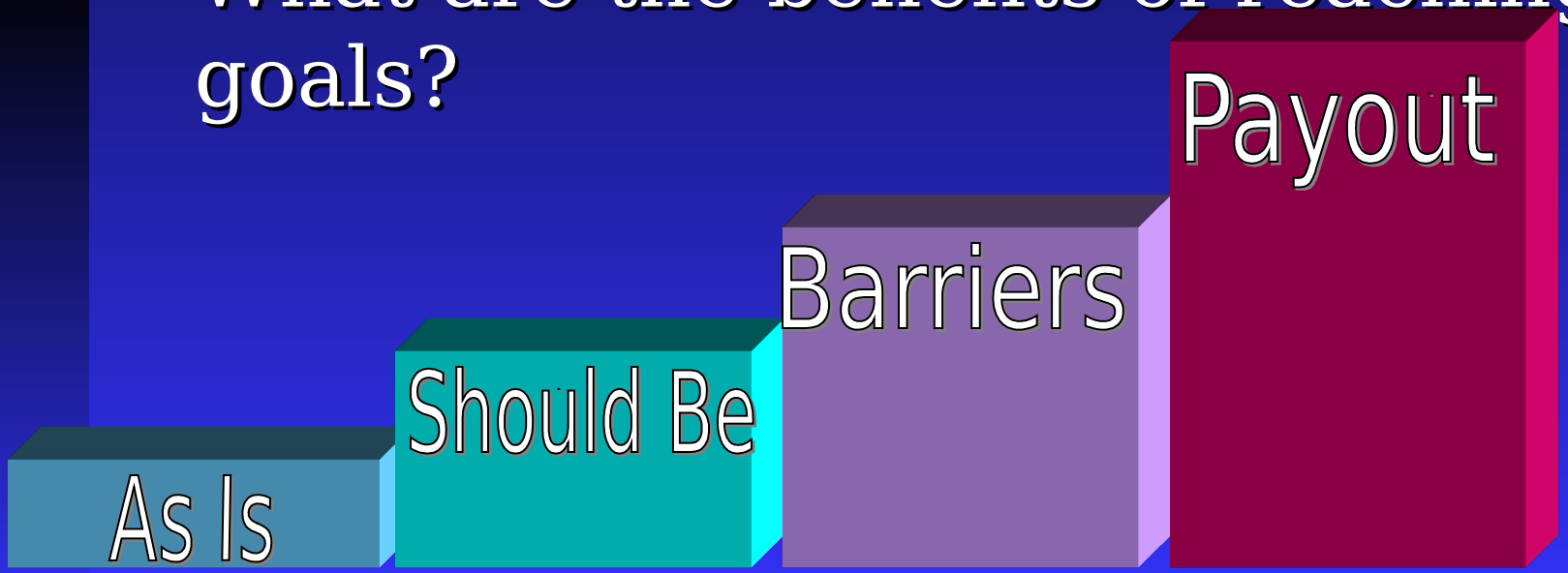
- Worker's Compensation claims
- Injury and Unemployment Compensation (ICUC)
- Defense Medical Surveillance System (DMSS)
- Bureau of Labor Statistics (BLS)
- Internal installation specific injury forms
- Active Surveillance

What questions should you ask of your data?

- Where are injuries occurring?
- What type of injuries are occurring?
- Where is compensation money being spent?
- What additional sources of data are available?
- How often is data collected and reviewed?
- How is data used and by whom?
- Who sees the data reports?

Desired Program Structure

- What is the situation now?
- What do you want it to be?
- What is preventing you from getting there?
- What are the benefits of reaching goals?



What should this installation's program structure look like?

- What are key objectives for this installation?
  - Decrease FECA costs
  - Decrease costs associated with bad furniture and equipment purchases.
  - Improve ability to meet mission by decreasing injuries and lost time.

Installation program structure

- What is the time commitment expectation?
- What tools and materials will best assist?
- Are on-site coaching and train the trainer resources available?
- Is program directly under and reporting directly to the commander?

Installation Program Structure

- Standing agenda item on installation and/or hospital safety meetings.
- Monthly meeting statements, cost savings, effectiveness, outcome measures.
- Develop written plan including objectives, milestones, timetable.

Installation Program Structure

- DODI 6055.1 describes critical program elements which include:
- Written plan
  - Workplace analysis
  - Hazard Prevention and Control
  - Health Care Management
  - Education and Training
  - Program Evaluation and Review
  - Acquisition
  - Computer/electronic Accommodations Program (CAP)

Installation program structure

- DA PAM 40-21 provides template for a written plan and details the critical elements with additional background and information.
- Tech Guide 220 provides technical tools to do program requirements outlined in DA-PAM.

Available Tools

- Ergo News
- Survey
- 40 hour training-general and tailored
- JRPD, Discomfort, VDT, PDA surveys
- Web based online assistance requests
- Ergo approval of new furniture before purchase
- Test center with various equipment available

Marketing and Communication

- Web based online requests for assistance and email follow up.
- Fact Sheets
- Logo or Slogan
- Articles in local publications, local television stations.
- Posters, flyers, stickers etc. with point of contact information.
- Videos
- Success Stories

Outcome Measures

- Costs
- Lost time and return to work
- Injury rates and severity
- Program effectiveness (number of surveys, customer satisfaction)
- Observations

ANY QUESTIONS?

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